

- BBC Board Minutes
 - Saturday, 20 April 2013
 - Location: Sport Campus BC – Room 201-3820 Cessna Drive, Richmond, BC V7B 0A2
 - Attendees
 - Board
 - Lisa Davison
 - Dawn-McGuire-Reeves
 - Richard Jordan (left meeting at 6:32pm)
 - Gary Yick
 - Ayaz Amlani
 - Bob McMynn
 - Norm Parry (joined meeting at 5:37pm)
 - Ex-Officio
 - Phil Weier (non-voting)
 - Ken Thiesen (non-voting)
 - Quorum is met with 6 voting members
 - 1) Welcome
 - Opening and Welcome
 - Meeting called to order at 5:33pm
 - Norm Parry joined meeting by teleconference at 5:37pm
 - Regrets
 - None noted
 - Adoption of Agenda and Call for Other Business
 - Discussion regarding adding Vancouver Airport Marriott Hotel contract as agenda item #9
 - Motion “To adopt the agenda with the addition of agenda item #9”
 - Moved by: Bob McMynn
 - Seconded by Dawn McGuire-Reeves
 - Discussion
 - Carried
 - 2) Note any Disclosure/Conflicts of Interests
 - None noted
 - 3) Minutes of Previous Meeting April 8th, 2013 (please review & prepare to provide feedback)
 - Review Previous Meeting Minutes
 - Question regarding quorum Answer that all 7 board members are in attendance, so quorum is met
 - Discussion regarding April 8 board meeting minutes format
 - Actions Arising from Previous Minutes Progress Review
 - None noted
 - Identify outstanding action Items, date to be completed and who is responsible
 - Discussion regarding adding all reference material to the minutes when it is referenced in the minutes i.e. President’s remarks
 - Action Item – To add all referenced discussion material in future meeting minutes
 - Discussion regarding not displaying specific peoples’ names in the minutes, but instead the committee responsible
 - Discussion regarding that the minutes note that there were no responses for the membership committee and that this should be changed to limited responses as there were two respondents
 - Discussion regarding agenda item #6 Finance and Audit Committee will be discussed later in the meeting
 - Discussion regarding agenda item #5 Badminton BC Employee Evaluation Policy, that board members should record in Google Docs that they have read the documents provided
 - Action Item – Phil to call Alf McGuire re: Coach Certification following the 2013 Yonex Canadian Masters National Championships

- Discussion regarding carpet insurance being \$300, but only when it is in our possession. Discussion ensued that it makes more sense to have the others in possession i.e. storage facility to have the insurance instead due to our limited possession
 - Discussion regarding purchasing carpets.
 - Motion "For Phil Weier to have the authority to sign the document to purchase the carpets and to store at Elegant Flooring."
 - Moved by: Lisa Davison
 - Seconded by: Ayaz Amlani
 - Discussion
 - Question regarding the size of the carpets. Answer that they are 12 feet wide at varying lengths that frame 5 badminton courts for presentation at National and International events
 - Carried
 - Discussion regarding project management software and that it will be discussed later in the meeting
 - Discussion regarding a letter from Frank Price addressed to the Board from last April 8th meeting
 - Discussion ensued that it has been received and tabled to a future meeting
 - Adopt Previous Meeting Minutes
 - Motion "To adopt the April 8th, 2013 Board Meeting Minutes with the changes discussed today."
 - Moved by: Dawn McGuire-Reeves
 - Seconded by: Ayaz Amlani
 - Discussion
 - Question as to which version of the minutes are we going to adopt. Answer that both minutes documents contain the same information, but will use the more traditional version for circulation
 - Carried
- 4) Items to consider into Budget for next year
 - Board Clothing
 - Discussion regarding the want of board members for board clothing so the badminton community can recognize who we are
 - Discussion ensued of a possibility of a budget for each board member
 - Discussion ensued regarding the logo and having a consistent look among board members
 - Discussion ensued regarding the visibility of who is Badminton BC and what does Badminton BC do
 - Purchase of carpets
 - Noted that this has already been discussed and addressed earlier in the meeting.
- 5) Financial presentation – acknowledge the chair for the Finance & Audit Committee
 - Discussion that Ajit Dayanandan has been named as the Finance & Audit Committee chair.
 - Richard Jordan leaves meeting at 6:32pm.
 - Q3 Review
 - Discussion regarding the February 2013 Balance Sheet and future increases in Allowance for Bad Debts due to 2011 BWF World Senior Championships.
 - Discussion regarding February 2013 Profit and Loss and differences in program funding
 - Discussion ensued that the Finance and Audit Committee suggest restricting funds by the end of the year because we have the possibility of losing future gaming grants
 - Annual Planning

- Discussion regarding the suggestion of fund accounting for restricted funds
 - Discussion regarding the Finance and Audit Committee minutes from April 9, 2013
 - Discussion regarding the possibility of becoming a charity
 - Discussion ensued to table a review of the Finance and Audit Committee minutes from April 9, 2013 for the next meeting
 - Preliminary Budget
 - Discussion regarding 2013-2014 preliminary budgets
 - Discussion ensued suggesting that the Risk Management Committee review the government qualitative funding documents
 - Action Item – Ken Thiesen to provide Lisa Davison with the 2010 Legacies Now contribution agreement concerned email from August 2011 for review
 - Discussion ensued regarding the perception of different areas money is spent and the percentages of those expenses
 - Discussion ensued that the Preliminary Budget agenda item is tabled to the next meeting
 - Action Item - Gary Yick to share the Finance and Audit Committee April 9, 2013 minutes with the Board
 - 6) Emergency Voting Procedures
 - Discussion that this is tabled until the meeting tomorrow
 - 7) Project Management Systems presentation
 - Discussion that this is tabled until the meeting tomorrow
 - 8) Employee Performance Evaluation & Mentoring Policy discussion & adoption
 - Discussion regarding introducing an employee performance evaluation and mentoring policy
 - Discussion ensued of simplifying the proposed draft policy
 - Discussion ensued regarding having an employee addition section
 - Discussion ensued regarding policy, process, and timelines
 - Action Item - Lisa Davison and Dawn McGuire-Reeves to continue to work on the Employee Performance Evaluation & Mentoring Policy
 - 9) Any changes to Sunday, April 21st Agenda
 - Noted that agenda items 6)i. Emergency Voting Procedures and 6)ii. Project Management Systems presentation have been moved to the working lunch time period on Sunday
 - Discussion regarding the April 21st meeting being held at the Vancouver Airport Marriot Hotel and the need for a contract signed for the meeting rental.
 - Motion “To authorize Phil Weier to go ahead with the signing of the Vancouver Airport Marriott April 21st contract.”
 - Moved by: Ayaz Amlani
 - Seconded by: Gary Yick
 - Discussion
 - Carried
 - Motion “To adjourn the meeting until tomorrow.”
 - Moved by: Lisa Davison
 - Seconded by: Bob McMynn
 - Carried
 - Meeting adjourned at 8:32pm
- Sunday, 21 April 2013
 - Location: Vancouver Airport Marriott Hotel – Burrard Room, 3rd Floor, 7571 Westminster Hwy, Richmond, BC V6X 1A3
 - Attendees
 - Board
 - Lisa Davison
 - Dawn McGuire-Reeves (left meeting at 1:59pm)
 - Richard Jordan (left meeting at 3:43pm)
 - Gary Yick (left meeting at 1:36pm)
 - Norm Parry
 - Ayaz Amlani

- Bob McMynn
 - Guests
 - Cameron Cairncross (non-voting, left meeting at 2:13pm)
 - Bobby Milroy (non-voting, joined meeting at 9:57am, left meeting at 11:57am)
 - Ex-Officio
 - Phil Weier (non-voting)
 - Ken Thiesen (non-voting)
 - Quorum is met with 7 voting members
- Meeting reconvened and called to order at 9:27am.
- Motion "To adopt the Sunday, April 21st agenda as presented."
 - Moved by: Ayaz Amlani
 - Seconded by: Dawn McGuire Reeves
 - Discussion regarding adding agenda item #2c. Spending Unallocated Funds
 - Motion "To adopt the Sunday, April 21st agenda with the addition of agenda item #2c.."
 - Moved by: Ayaz Amlani
 - Seconded by: Dawn McGuire-Reeves
 - Discussion
 - Carried
- 1) Standing Committee Working Sessions
 - Governance Review Committee Presentation
 - Discussion regarding Governance Committee work plan, membership engagement process, current governance process, current governance structure, and current governance structure considerations.
 - Bobby Milroy joined the meeting at 9:57am.
 - Discussion regarding Governance Committee consensus points, new governance models, and descriptions of 3 possible governance models.
 - Discussion ensued regarding the positives and negatives of the 3 possible governance models.
 - Discussion regarding standing and operational committees, constitution references to committees, and recommendations.
 - Discussion ensued regarding the previous governance model changes that just occurred recently.
 - Discussion about moving the Governance Review Committee Presentation later on in the meeting so that the Nominations Committee Presentation can occur.
 - Risk Management & Nominations & Finance & Audit Committee
 - For each Standing Committee above:
 - Review Terms of Reference, create list of suggestions to present to the entire board on what we might want to consider
 - Review Roles and Responsibilities, create list of suggestions to present to the entire board on what we might want to consider
 - Review and make suggestions for Policies and Procedures to present to the entire board on what we might want to consider
 - Broke off into two groups to discuss Risk Management and Nominations Committees
 - Nothing noted for the Finance & Audit Committee at this time
 - Summary of reports, observations & feedback from Standing Committees working sessions – one rep from each committee to share
 - Discussion regarding a Risk Management Policy review, processes that might put the Society at risk, finding out information from other organizations, the possibility of task force instead of a committee, specific and types of people we would be looking for, and the possibility of this for the end of May
 - Potential large scope
 - Role = Insurance, review processes that may place society at risk
 - Could be task force
 - Via Sport - Risk Management Guide
 - Action Item: Richard to chase up potential committee member

- End of May to fill positions
 - End of Nov for recommendations
 - Discussion regarding a Nominations Committee meeting to be held on May 14th to review the Terms of Reference, and the need to wait for any governance model changes because this will affect any future nominations processes
 - Discussion ensued about possible 2013 AGM dates and coordinating at the time of a tournament
 - Bobby Milroy left the meeting at 11:57am
 - 2) Project Management Systems presentation
 - Discussion regarding inefficiencies in current internal communication methods
 - Discussion ensued with presentation of Basecamp project management system
 - Action Item: Lisa Davison, Phil Weier, and Ken Thiesen to free trial Basecamp project management system for 60 days
 - Action item: Richard Jordan to research the security within Basecamp's project levels
 - 3) Spending Unallocated Funds
 - Discussion regarding a possible surplus at the end of the year
 - Discussion ensued regarding specific sport development ideas of ways to spend the funds
 - Discussion regarding tracking restricted funds
 - Discussion ensued regarding providing ideas for regional development and a budget
 - Action Item: Board Members tasked with bringing ideas for regional development to the next board meeting
 - Discussion regarding that the board should be providing overall direction and overall budget, while the operational committees should be providing the specific direction and specific budget
 - Discussion regarding the August 2011 2010 Legacies Now Contribution Agreement email
 - Action Item: Phil Weier to review the contribution agreement to see the gaps and provide info to the board for the next meeting
 - Gary Yick left the meeting at 1:36pm
 - 4) Emergency Voting Procedures
 - Discussion regarding a draft emergency voting procedures document
 - Discussion ensued regarding reaching quorum
 - Discussion regarding editing the draft emergency voting procedures document
 - Motion "To adopt the Emergency Voting Procedures document"
 - Moved by: Ayaz Amlani
 - Seconded by: Dawn McGuire-Reeves
 - Discussion regarding financial limits
 - Motion "To amend the motion to a maximum of \$10,000"
 - Moved by: Bob McMynn
 - Seconded by: Norm Parry
 - Discussion
 - Carried
 - Dawn McGuire-Reeves left the meeting at 1:59pm
 - Discussion regarding the remaining time for the meeting and the priorities of what to accomplish in that time period
 - Cameron Cairncross left the meeting at 2:13pm
 - Action Item: Ken Thiesen to give Cameron Cairncross an expense form
 - 5) Strategic Plan Growth Plans discuss & complete
 - Discussion regarding Strategic Plan Growth Plans
 - Discussion ensued regarding the primary focus being Communications, Regional Development, and Competitions and Event Hosting
 - Discussion ensued regarding draft Communications, Regional Development, and Competitions and Event Hosting Work Plans
 - Discussion ensued regarding software possibilities for the Communications Work Plan
 - Discussion ensued regarding the need to complete the Strategic Plan prior to going into the Work Plans
 - Action Item: Lisa Davison to add Vision, Mission, Values, and Mandate to the next meeting agenda

- Discussion regarding the need for a Vision, Mission, Values, and Mandate document for viewing
- Action Item: Lisa Davison to create a Vision, Mission, Values, Mandate document and distribute to the board prior to the next meeting
- Action Item: Phil Weier to phone Citius Performance regarding Strategic Plan
- Action Item: To vote on the Vision, Mission, Values, Mandate document at the next meeting
- Action Item: Richard Jordan to aid Lisa Davison, Dawn McGuire-Reeves, and Phil Weier with Basecamp project management software to assist with the work plans
- Action Item: Board to review Phil Weier's proposed membership pricing at the next meeting
- Next meeting planned for May 15, 2013 at 6:30pm
- Richard Jordan left the meeting at 3:43pm
- Quorum is now not met, meeting is adjourned at 3:44pm
- Agenda Items Not Covered
 - Operational Program Review & discuss the following for each program (Sport Development, Competitions, Membership, Regional Development, Officials, Coaches, Performance, Judicial)
 - Committee Status
 - Completed Activities
 - Ongoing Activities
 - Future Activities
 - AGM planning & timeline review